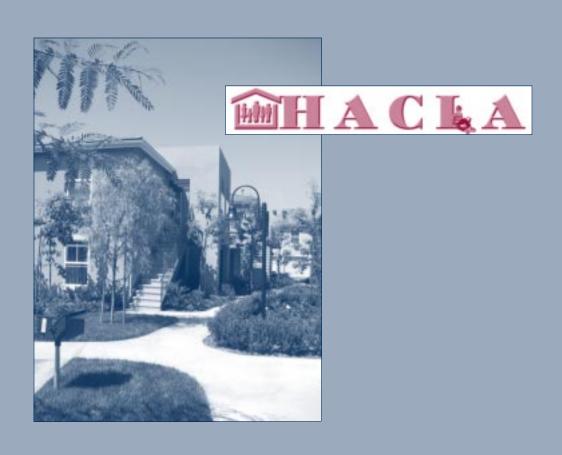
# The Housing Authority of the City of Los Angeles Is Seeking a New Section 8 Director



## THE COMMUNITY

Los Angeles, California - the "City of Angels". Safe to say there is no other city like it in the world. Los Angeles is the definition of diversity, and not just in terms of the people who call this bustling metropolis their home. From the mountains to the east, to the



beaches to the west, the region offers something for everyone. Where else can you surf, snow ski and blaze a trail through the desert all in the same day?

Los Angeles is home to 3.7 million people who reside within the city limits, with nearly 10 million residents in Los

Angeles County, representing 30 percent of California's population. Covering over four thousand square miles, Los Angeles County is larger than 42 states, and the five-county region of Los Angeles is exceeded only by the states of Alaska, California, New York and Texas. Residents of the Los Angeles area include people from 140 countries, including the largest populations of Mexicans, Armenians, Koreans, Filipinos, Salvadorans and Guatemalans outside their respective countries. Los Angeles is also home to the largest populations of Japanese, Iranians and Cambodians living in the United States.

The entertainment capital of the world, most of this country's film, television and recording stars live and work in the Los Angeles area. An average of 150 productions are filmed daily on L.A. streets, which also lay claim to the world's most famous sidewalk, Hollywood's Walk of Fame. Entertainment goes beyond the Hollywood glitz and glamour. Tourists and area residents alike flock to numerous area theme parks and attractions, including Disneyland, Knott's Berry Farm, and Six Flags Magic Mountain. Sports fans fill local venues to cheer on their favorite teams: the NBA's Los Angeles Lakers at the Staples Center; Major League Baseball's Los Angeles Dodgers at Dodger Stadium and the Anaheim Angels at Edison International Field; and the NHL's Mighty Ducks at the Anaheim Pond.

Educational opportunities are nearly countless, as more than 175 colleges and universities can be found in Los Angeles County, including such distinguished institutions as USC, UCLA, California Institute of Technology, Art Center College of Design, California Institute of the Arts, and Otis School of Design, among numerous others.

Perhaps best of all is the temperate climate. Los Angeles averages 329 days of sunshine (90 percent of the year) with the average high temperature in January reaching 66 degrees.

# THE HOUSING AUTHORITY

The Housing Authority of the City of Los Angeles (HACLA) has been a State-chartered public agency since 1938, and provides the largest stock of affordable housing in the Los Angeles area to the citizens of Los Angeles. It is the largest housing authority in the Western United States, and the third largest in the nation. HACLA's large and broad range of housing and community services include:

- A property portfolio of 8,671 units on 94 properties in a mix of public housing, other subsidy, tax credit, and unsubsidized units;
- An interest in an additional 1,207 units through redevelopment partnerships;
- Administration of one of the nation's largest Section 8 programs with a voucher allocation of 42,675 tenant-based, 6,015 project-based, and 2,194 HOPWA and Shelter-Plus-Care:
- Contract Administration for more than 50,000 Section 8 project-based units throughout Southern California;
- Designation as a One-Stop WorkSource Center as part of the City's Workforce Investment Act system; and
- Broad integration of workforce development, self-sufficiency efforts, and supportive services with affordable housing.

HACLA receives the majority of its funding through the United States Department of Housing and Urban Development (HUD). However, HACLA has also built numerous key partnerships with City and State agencies, nonprofit foundations, community-based organizations, as well as private developers.

HACLA operates three major housing programs throughout the City of Los Angeles: Conventional Public Housing, Section 8 Housing Assistance, and Property Management.

HACLA manages more than 16 public housing locations (large developments, scattered, and senior sites) throughout Los Angeles. The Public Housing Program consists of more than 7,500 housing units, providing affordable housing to more than 20,000 low-income families and individuals in Los Angeles. Supplemental to its conventional Public Housing Program, the Housing Authority manages more than 1,600 units of senior housing.

## **MISSION STATEMENT**

To provide safe, nurturing communities which instill pride and foster economic independence.

A seven-member Board of Commissioners, appointed by the Mayor and City Council of the City of Los Angeles, governs the Authority. The Executive Director is responsible to the Board for overall management of the Authority. The Authority's management team, reporting to the Executive Director, consists of 10 members, including the Chief Financial Officer, Section 8 Director, Planning Director, Director of Housing Management, Design and Construction Services Director, Resident Relations Manager, Human Resources Director, Intergovernmental and Public Relations Director, General Services Director, and Information Technology Director.

The Housing Authority operates with a FY04-05 budget of \$612 million, and 1,100 employees. The Authority also has 114 contracts with 42 non-profit agencies, and works with other government agencies to deliver services.

# SECTION 8 DEPARTMENT

In 1975, the Housing Authority of the City of Los Angeles implemented the Section 8 Program providing rent subsidies in the form of housing assistance payments to private landlords on behalf of eligible families. The Section 8 Program (now known as the

Housing Choice Voucher Rental Assistance Program) is funded by the U.S. Department of Housing and Urban Development and provides housing assistance to extremely low and very low-income families, senior citizens, and disabled or handicapped persons. HACLA administers the second largest Housing Choice Voucher Program (Section 8) in the country with both tenant-based and project-based subsidy programs. As of January 2004, HACLA has funding for 50,000 units, assisting more than 123,000 total family members.

HACLA currently administers 13 different programs as part of the Section 8 Division, each with different eligibility requirements and each targeting various segments of low income households such as persons with AIDS and homeless individuals. Other programs such as the Family Self-Sufficiency and the Welfare to Work Voucher Programs are designed to help households get off welfare and other public assistance, and gain economic self-sufficiency.

# THE POSITION

Working under the general supervision of the Housing Authority's Executive Director, the Section 8 Director administers HACLA's rent subsidy programs. The Director plans, organizes, manages, controls, and directs the contracting and maintenance of over 50,000 units under Housing Choice Vouchers, Section 8 new construction, Moderate Rehabilitation Program, Shelter Plus Care, HOPWA Long Term Rental Assistance, and other related programs in the City of Los Angeles. The Section 8 Department resources consist of 397 staff with a FY 04-05 budget of \$429 million. The Section 8 Director has seven direct reports: Assistant Director, Operations and Planning; Assistant Director, Administration; Assistant Director, Applications and Contracting; Assistant Director, Service Delivery Department; Administrative Secretary; Administrative Assistant; Receptionist.

# **ISSUES AND PRIORITIES**

In preparation for the recruitment of a new Director, housing authority officials have identified the principal issues and priorities that will need to be addressed by the successful candidate:

#### **Federal Regulations**

The Federal government is changing the way housing authorities are operating. HUD has indicated it will reduce the level of Federal funding made available for the Section 8 Housing Choice Voucher Program. Given this trend, the new Director will need to work collaboratively with the Board of Commissioners and staff to continually analyze the needs of the housing authority and the resources available given decreasing financial resources and HUD's more stringent program requirements.

#### **Affordable Housing Needs**

Given the decreasing funding stream from HUD, it is imperative the new Director continues exploring other alternative sources of funding to supplement the need for new affordable housing.

# **Baby-Boomer Effect**

A large percentage of the staff has long tenure with the Authority. HACLA is experiencing a number of recent and pending retirements, including several department directors. A new Executive Director is expected to join the Authority in October, following the retirement of Don Smith, who served as ED for the past 11 years. It will be a challenge for the new Section 8 Director to help the new executive team provide leadership and direction during a period of rapid change and uncertainty for the Authority.

# Information Technology

HACLA is upgrading the computer software program that supports the Section 8 program. This upgrade is scheduled for completion in early 2005.



# THE IDEAL CANDIDATE

The Section 8 Director must be a highly skilled individual with extensive management and administrative skills, and have a strong understanding of housing rent subsidy programs. The Director must be able to work effectively with both executive management and staff. The ideal candidate is a strategic thinker capable of implementation through teamwork and collaboration and must be able to communicate effectively with people from all walks of life, including tenants, elected officials, commissioners, executive team members and the press. Candidates must possess at least five years of progressively responsible experience in public or private housing administration and programs, three years at a supervisory level. A Bachelor's degree in business or public administration is expected.

In addition to the foregoing requirements, Housing Authority leaders have identified the following additional abilities and skills that the ideal candidate will possess:

- Excellent oral and written communication skills
- Sensitive to the area's ethnic and cultural diversity
- People-oriented; open and receptive to the concerns and needs of the tenants
- Strong leadership skills; provides direction and vision for the staff
- Resourceful; looks for new and innovative ways to accomplish goals with less resources
- Ability to develop and nurture stakeholder relations
- A vision for the future, based on the Authority's mission
- Strategic orientation and ability to anticipate issues and problems
- Politically astute without being political
- Track record of success in promoting measures designed to increase organizational efficiency and effectiveness
- General knowledge of technology as it pertains to housing authorities
- Approachable and accessible
- Flexible and unbiased with a high degree of integrity
- Good motivator during a time when the Authority faces potential staff reductions
- Collaborative approach with a "team" orientation
- Able to foster positive employee relations in a union environment

## **COMPENSATION AND BENEFITS**

The annual salary for the Section 8 Director is **up to \$112,680** depending on qualifications. The Authority also provides a comprehensive benefit package including:

#### Retirement

- PERS 2.7% @ 55 Plan; 4% employee contribution
- The Authority participates in Social Security

#### **Annual Leave Program**

- 22 days of vacation leave annually for first four years; up to 32 days annually after 10 years
- 13 paid and 1.5 floating holidays annually

#### **Insurance**

- \$565 monthly benefit allowance used to purchase medical/ dental/mandatory life/short/long-term disability benefits.
   Cash out option available with proof of other current medical/dental coverage.
- Choice of six HMO Medical Plans and two PPO Plans options
- Choice of two HMO and one PPO dental options available
- Mandatory \$20,000 life insurance policy

#### **Additional Benefits**

- Employee Assistance Program
- Mandatory Short/Long-Term Disability Policy
- 70 hours professional time off annually





# APPLICATION AND SELECTION PROCEDURE

To be considered for this challenging career opportunity, please submit your resume (reflecting years **and** months of positions held), the names of three work-related references, and current salary to:



Stuart Satow
CPS Executive Search
241 Lathrop Way
Sacramento, California 95815
Tel: 916 263-1401 • Fax: 916 561-7205
E-mail: resumes@cps.ca.gov

Recruitment brochure: <u>www.cps.ca.gov/search</u> Visit HACLA website at: <u>www.hacla.org</u>

The final filing date for this recruitment is **Friday**, **September 17**, 2004

Resumés will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews in late September. Top candidates will subsequently be invited to Authority interviews in Los Angeles in mid-October. The Authority anticipates making an appointment to the position in early November following the completion of extensive reference and background checks coordinated with the successful candidate and a final interview with the Executive Director.



